



Membury Parish Hall

Annual Report

October 2024

1) Aims and Purposes

The purpose of our Charity known as Membury Parish Hall is;

“To establish and run a Village Hall and to promote for the benefit of the inhabitants of the Parish of Membury without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants”

2) Activities

The Hall is increasingly well used, with nine local groups and organisations, including the village school and a mobile Post Office, now using the Hall regularly. The Hall is also host to a Café which brings together parishioners on a weekly basis. In addition, the hall is a venue for numerous one-off events throughout the year. The hire fees generated constitute the Hall’s principal source of income which is supplemented by a legacy left to the Hall in 2002. Over the years the trustees have invested this legacy in a fund with the aim of providing a balance of capital growth and income generation, and we will continue with this objective.

In September 2023 the Trustees decided to review how the Hall is run, in order to identify improvements and to make sure it will continue to provide the same valuable service in the years ahead. We looked in detail at how our Hall is used, and how income and costs are managed. We consulted with regular Hall users to gain their opinions, met representatives from other halls and consulted widely with others to widen our knowledge. As a result, we have reviewed and updated our key processes and policies, increased the frequency of our Trustee meetings and opened the meetings to all parishioners. Completing this review was an invaluable exercise in learning for parishioners and everyone who has an interest in how our village hall is run; as well as getting insights from outside Membury. Whilst the Trustees have ultimate responsibility for decisions taken, we now feel we can improve the quality of those decisions through wider consultation.

The hall is also now an active member of “Devon Communities Together” an initiative launched by East Devon District Council to promote Village Halls.

Like many other halls, we have been obliged to raise our hire charges but are mindful of the need to strike a proper balance between covering the Hall’s running costs and remaining affordable. The increase in bookings suggests we have the balance right.

3) Financial review

Statement of assets and liabilities

Reserves policy

4) **Structure, Governance and management**

We have eleven Trustees, who contribute regularly to bimonthly meetings and to the running of the Hall. The Chair, Treasurer and Secretary manage day-to-day affairs and consult regularly with Trustees on matters of policy, process and expenditure. I would like to place on record my thanks to all the Trustees for their time and commitment to the Hall and for so generously giving their time and expertise to running and maintaining the Hall. A special thank you is required for Jon Wells who, although not a trustee, runs our booking and invoicing system so efficiently, and to Sue McClaney our outgoing Secretary.

The Trustees are:

David Neill - Chair
 Roberta Clarke - Treasurer
 Susan McClaney -Secretary
 Terence Pitt
 Heidi Wickens
 Duncan Mackinder
 Jennifer Beaman
 Susan Nicholson
 Paul Nicholson
 Ruth Foster
 Daniel Lazar

Financial controls are in place for the management of day-to-day transactions as well as our deposit account. The legacy is managed by a professional fund manager according to criteria set by Trustees. These criteria are documented in our investment policy.

We provide our hirers with clear hire conditions, including our requirements for safeguarding.

Policies are updated regularly and, where relevant, monitored against Charity Commission guidelines.

David Neill Chair

October 2024



Receipts and payments accounts

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For the period from	Period start date 01/10/2023	To	Period end date 30/09/2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hire of Hall & Equipment	7,658	-	-	7,658	4,773
Investment Income	-	-	2,997	2,997	3,462
PV panel FIT income	372	-	-	372	653
Donations	4,297	-	-	4,297	5,307
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	12,327	-	2,997	15,324	14,195
A2 Asset and investment sales, (see table).					
	-	-	45,009	45,009	19,935
	-	-	-	-	-
Sub total	-	-	45,009	45,009	19,935
Total receipts	12,327	-	48,006	60,333	34,130
A3 Payments					
Repairs/Maintenance	1,859	-	-	1,859	6,195
Utilities	3,182	-	-	3,182	1,289
Investment Management Fee	-	-	2,651	2,651	1,291
Professional Fees	895	-	-	895	1,056
Capital Improvements	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	5,936	-	2,651	8,587	9,831
A4 Asset and investment purchases, (see table)					
Brewin Dolphin	-	-	42,147	42,147	24,746
	-	-	-	-	-
Sub total	-	-	42,147	42,147	24,746
Total payments	5,936	-	44,798	50,734	34,577
Net of receipts/(payments)	6,391	-	3,208	9,599	- 447
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	7,838	-	4,245	12,083	12,526
Cash funds this year end	14,229	-	7,453	21,682	12,079

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
	Lloyds Bank	5,729	-	-
	Brewin Dolphin	-	-	7,595
	Virgin Finance	8,500	-	-
	Total cash funds	14,229	-	7,595

		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Details			
	Investment fund managed by Brewin Dolphin		-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details			
	Hall Building		-	-
	Equip/Furnishings		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Details			
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Roberta Clarke	

Little Combe

Field End

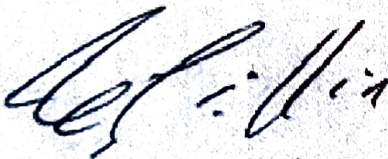
Lyme Road

Axminster

Devon EX13 5BD

I have examined the Membury Village Hall Income and Expense Accounts for the period 1st October 2023 to 31st September 2024 and found them to be true to the information provided.

Signed



Date

17/12/24